

## Vice President

ORAEYC's vision: All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

ORAEYC's mission: NAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

Position: In addition to fulfilling the general responsibilities of a Board member, the ORAEYC Vice President serves as a member of the Executive Committee and performs the duties and exercises the powers of the President in the absence or disability of the President. The Vice President also serves as the Affiliate Liaison for the Board.

Time Commitment: ORAEYC Governing Council meets a minimum of three times per year. Most of these meetings are one day events (8 hours) except for our annual board retreat (May) that spans two days. Additional Executive Committee check-in meetings may be scheduled monthly and typically are 1-3 hours in length. These are usually conducted as virtual meetings. The Vice president oversees the communication and distribution of ORAEYC news and events. This position works with the web designer and assists with the organization's on-branding compliance at the chapter and affiliate levels. Expect to work 4-8 hours monthly in addition to scheduled meetings.

## Vice President Position Description

1. Serve as a member of the Governing Council for a two-year term. Eligible to stand for re-election for an additional two-year term if nominated. Governing Council meets 4 times each year – 3 one-day meetings and 1 two day meeting – in various parts of the state.
2. Serve as a member of the Executive Committee. (Executive Committee usually communicates by email, phone or webinar.)
3. Monitor and promote and on-going communications with members, colleagues and partners through newsletters, e-news, Facebook and other forms of communication.

### **Working with ORAEYC staff, council members and other communication volunteers:**

- a) Relay Governing Council information from minutes
- b) Using the ORAEYC Newsletter template through Benchmark, write an E-newsletter of about 1 page in length. Include links to other information to keep size to about one page. Include chapter reports from Governing Council meetings. E-news can be as often as monthly but at least 4 times each year
- c) Office will make paper copies which will include the details of linked stories for those without email

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- d) Member Updates should be at least 4 times per year timed to follow quarterly Governing Council meetings
  - e) Other things to keep in mind:
    - Creating email and labels for mailing list is the office's responsibility
    - Do both original writing and editing of others submissions.
    - Final should be reviewed by the Executive Director prior to distribution
    - Use email as much as possible vs. print format
  - f) Post immediate information on Facebook, using a Facebook team to share posting responsibilities
4. Present a brief report at each Governing Council meeting
  5. Work closely with the Governing Council, Local Chapters to insure consistency of information to members
  6. Participate in other activities as requested that increases communication and awareness within the organization